

Julington Creek Plantation Property Owners' Association, Inc.

Board Policy

Subject: **Board Election Ballot Processing & Counting**

(formerly referred to as "Ballot Counting Procedures")

The Julington Creek Plantation Property Owners' Association, Inc. (POA) conducts an annual election of Directors who will serve on the POA Board of Directors during a certain following period. This policy sets out the various processes involved in handling and processing the election ballots and related activities.

A. Appointment of Ballot Committee

- (1) Board of Directors shall provide notice that verification of outer envelopes by Ballot Committee will begin the morning of the Annual Meeting. The notice shall be provided in the same manner as required for the noticing of Board meetings.
- (2) Board of Directors shall appoint the Ballot Committee no later than the morning of the Annual Meeting.
 - (a) The Ballot Committee should be comprised preferably of a minimum of six (6) volunteers from the general membership. More than 6 members are acceptable and preferred.
 - (b) A Ballot Committee member shall not include any of the following nor their spouses:
 1. Current Board members;
 2. Officers;
 3. Candidates for the Board.
 - (c) Ballot Committee members elect Chair.

B. Pre-Election Verification of Outer Envelopes

- (1) A ballot box will be located at the Management Office and all ballots received will be immediately deposited in the locked ballot box. The key will be locked into the Property Managers' office. The ballot box will remain locked until the day of the annual meeting. The Chairperson of the ballot committee will be given the keys to the ballot box at this time and will retain the keys until the election is closed.
- (2) The ballot box will remain locked until the day of the annual meeting when the committee meets to verify the outer envelopes then will be (banded together to identify they have already been verified) and redeposited back to the locked ballot box until 6:30 p.m. on that day when the election will be closed.
- (3) All incoming envelopes received after the afternoon verification will continue to be deposited into the ballot box and must be deposited by the member in a qualified envelope sealed inside an outer envelope identifying the voting member.

- (4) At 5:00p.m. the Ballot box will be transported to the location of the Annual meeting where ballots will continue to be collected until 6:30 p.m. The POA Property Manager will provide two (2) printed lists to the Ballot Committee. Both lists will have an effective date as defined by Florida Statute §607.0707. The lists will be:
- (a) Property owner sorted by last name, then first name, with full property address information; and
 - (b) Property owner sorted by property address with full owner information.
- (5) The Ballot Committee reviews each envelope to verify property owner name and address on all Return Envelopes against Property Owner Master List; that only one envelope has been received for each property; and that each envelope has a printed name, address and signature present.
- (a) Batch envelopes in property owner last name, then first name order. Batch owner order shall be maintained throughout counting process.
 - (b) Verify receipt of Return Envelopes on the property owner master list AND that only one Return Envelope has been received for each property.
 - (c) Confirm printed name, address and signature are present on each envelope.
 - 1. An address label may satisfy the printed name and address requirement as long as a signature is present.
 - 2. A rubber stamp may be used to satisfy the signature requirement.
 - 3. If an envelope is missing any of the requirements, it shall be marked "Provisional" for later review by the Ballot Committee.
 - (d) Provisional Return Envelopes shall be batched together and reviewed by the Ballot Committee members present at the Annual Meeting, or at the pre-election meeting if all Ballot Committee members are present.
 - (e) Votes on Provisional Return Envelope disposition must be in accordance with Section 0, below.
 - (f) If duplicate Return Envelopes have been received for a property, per Florida Statutes Chapters 617 and 720, all Ballots for that property are marked "CANCELED."
 - 1. CANCELLED envelopes are batched separately and included with other Provisional Return Envelopes as election documentation.

C. Return Envelopes and Yellow Ballot Envelopes will not be opened until after close of voting at the

Annual Meeting pursuant to Julington Creek Plantation Property Owner's Association Bylaws and Florida Statute §720.3085(8)(b). Final Confirmation of Eligible Voters at Annual Meeting

- (1) All votes cast at annual meeting are placed in Ballot Box.
- (2) At least one member of the Ballot Committee will be present at the homeowner check-in area at the Annual Meeting location to oversee ballot processing. Once balloting has been closed, all Ballot Committee members will return to the counting location to participate in that process.
- (3) Board of Directors makes final call for Ballots and closes balloting before Ballot Committee begins opening envelopes.
- (4) Ballot Committee Chair will open Ballot Box.
 - (a) If not completed before the Annual Meeting session, Ballot Committee reviews Provisional and Canceled Return Envelopes.
 1. Votes on Provisional and Canceled Return Envelope disposition must be a simple majority of all Ballot Committee members present at time of vote.
 2. Provisional and Canceled Return Envelopes NOT ACCEPTED are marked "REJECTED" and annotated for cause and initialed by Ballot Committee members.
 3. REJECTED Return Envelopes are batched together and saved as election documents, but not included in the voting process.
 4. If needed for quorum purposes, remove proxies from REJECTED envelopes.
- (5) Ballot Committee confirms team assignments.
 - (a) Team 1 will repeat steps for verification of envelopes as outlined above for all envelopes received at the Annual Meeting.
 - (b) Teams 2 and 3 will begin processing approved envelopes as outlined below.

D. Ballot Counting Procedure

- (1) While Team 1 processes Proxies, Teams 2 and 3 open previously verified Return Envelopes.
 - (a) Open Return Envelopes.
 - (b) Remove all Yellow Ballot Envelopes.
 - (c) Open Yellow Ballot Envelopes.
- (2) Verify Ballot has no more votes than as directed on Ballot.
 - (a) Mark any Ballot with too many votes as "VOID" and batch in a group.

- (b) Voided Ballots are saved as election documents but not included in the vote count.
 - (c) Divide remaining eligible Ballots into batches of 50-100 for counting.
- (3) Members of each team alternate being a caller and recorder for each Ballot group.
- (4) Using the pre-printed Ballot Tally Sheet, record votes from each Ballot in the Ballot group.
- (5) Team members sign and designate their team number on the Ballot Tally Sheet when all votes for that Ballot group have been recorded.
- (6) Ballot Tally Sheet and Ballot group are passed to a second Team to verify the vote count.
- (7) Using a second Ballot Tally Sheet, the second Team records their vote count for the Ballot group.
- (a) Team 1 follows steps 3-5 of the Ballot Counting Procedures.
 - (b) If the two vote counts agree, the second Team transfers vote counts to the Final Vote Tally Form.
 - (c) If the two vote counts disagree, the second Team holds the Ballot group and Ballot Tally Sheets of the group for count verification by the team who did not initially count the group.
 - 1. The third team follows steps 3-5 of the Ballot Counting Procedures.
 - 2. If the third Team count agrees with either the first or second count, the Ballot group is accepted using the verified count.
 - 3. If there remains no agreed upon count by two teams, the Ballot group is marked "PROVISIONAL" on the accompanying Ballot Tally Sheets.
- (8) Provisional Ballot groups are counted only if the groups could affect election results.
- (a) If Provisional Ballot groups must be counted, two new Teams will be formed comprised of one member from each Team.
 - (b) Team members will alternate being observer, caller and recorder for each provisional Ballot group.

- (c) A third Ballot Tally Sheet will be used and designated "Final Provisional Vote" on the sheet.
 - (d) Team follows steps 3-5 of the Ballot Counting Procedures.
 - (e) The vote recorded on the Final Provisional Vote Ballot Tally Sheet shall be the confirmed vote count for the Provisional Ballot group.
- (9) Team 1 will certify the vote for each Final Provisional Vote Ballot Tally Sheet group by recording the vote count on the Final Vote Tally Form.

E. Certifying Election Results

- (1) After all Final Provisional Vote Ballot Tally Sheet results have been recorded by Team 1 on the Final Vote Tally Form, Team 1 certifies the Final Vote Tally Form by signing the form.
- (2) The Ballot Committee Chair verifies the Final Vote Tally Form is properly certified by signing the form.
- (3) The Ballot Committee Chair announces the final vote per candidate to the Committee.
- (4) The Ballot Committee votes to certify the election and initials the Final Vote Tally Form.
- (5) The Ballot Committee Chair announces the election results to the general membership.
 - (a) If election results have not been determined as of close of the Annual Meeting, the Annual Meeting is continued to the next day, beginning at an agreed upon time, at the POA Property Manager's office, or other location designated by the Ballot Committee Chair, with said location being conveyed to those present.
 - 1. The Ballot Committee completes Ballot Counting process at that time.
 - 2. Upon vote certification, the POA Property Manager, or designate, promptly sends an email blast to the membership announcing the election results.
 - 3. The POA Property Manager, or designate, also posts the election results on the POA website and in their offices.
- (6) Any contested election shall be handled as required by current Florida statutes.

F. Storage of Election Documents

- (1) All election documents: All Return Envelopes, Proxy Forms, Ballots, Ballot Tally Sheets, and Property Owners Master List used to verify receipt of election documents by mail, shall be retained in the POA Property Manager's office for the longer of sixty (60) business days; as required by Florida statute; or as required by the POA governing documents or policy.
- (2) After the required on-site retention time, all election documents are to be moved to archival storage for the longer of the time required by Florida Statute, or as required by the POA governing documents or policy.

(END)

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